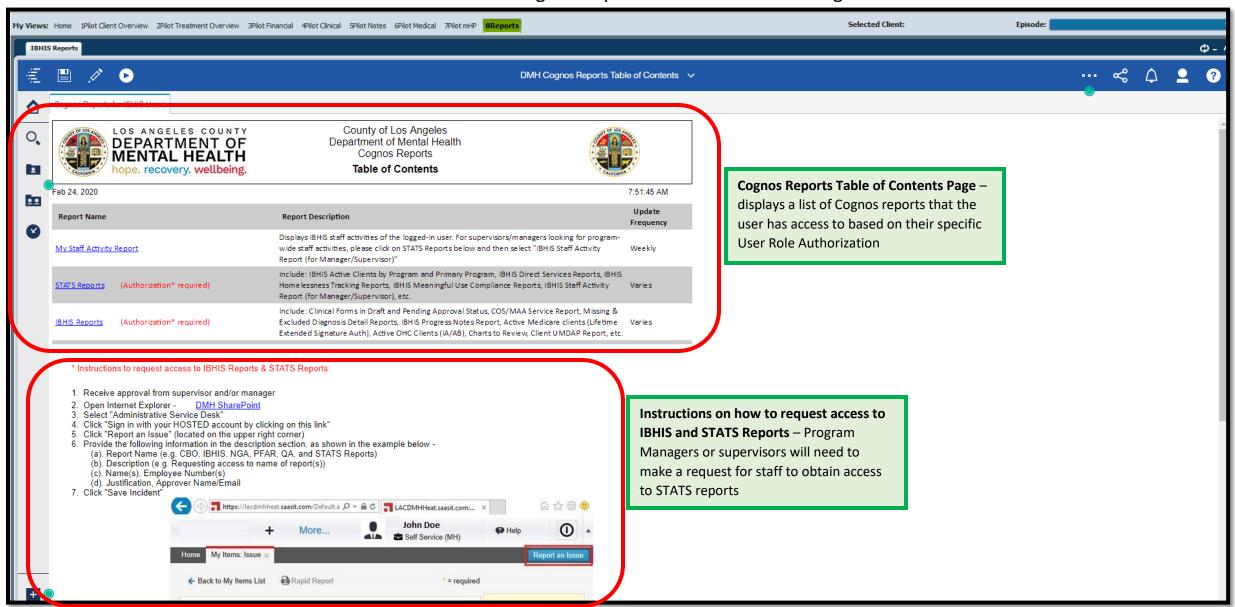
Reports Console:

Provides access to Cognos Reports Table of Contents Page



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My Staff Activity Report – displays the IBHIS activities for the user

- To run your report:
 - Enter a Start and End date
 - o Click on "Finish"
 - Report will generate all services provided by the user within the date range entered
- Report can help user track the following:
 - Time spent providing services to clients (see **Duration** and **Face-to-Face Time** columns)
 - What services are being provided to clients (see Activity Description and Service Code columns)
 - Potential errors (e.g. was the wrong Program of Service or Service Code used?)



My IBHIS Staff Activity Report | IBHIS data as of 05/27/2020 | | Staff Member | Program of Service | Activity Date/Time | Duration (minutes) | Face-to-Face Time | ActivityType | Client | Activity Description | Service Code | Funding Plan

How to Convert Cognos Reports into Excel Spreadsheets

- Click on this icon found in the top left-hand side of the report:
 - 0
- A drop down menu will appear
- Select either "Run Excel" or "Run Excel Data"
 - Run Excel Excel spreadsheet will display the data and contain the same formatting as the Cognos Report
 - Run Excel Data Excel spreadsheet will display the data without the formatting used in the Cognos Report

